



Open Access: Publications

Guidance for Authors

In November of 2013, all 15 members of the CGIAR Consortium unanimously adopted the CGIAR Open Access and Data Management Policy. The Policy commits CGIAR to making publications, data sets, and other final or completed versions of information products openly and freely accessible. CGIAR strongly believes that this clear commitment to Open Access will improve the efficiency, efficacy, and impact of its research and allow the global public to further benefit from it.

Questions?

- Copyright transfers, negotiating with publishers, or potential legal obstacles to publishing (e.g. confidentiality or IP considerations): contact your local Center or CRP's Legal/IP Focal Point.
- Depositing manuscripts into the OA Repository: contact your local OA Focal Point.

Three Steps to Comply:

1 Retain your rights

Once manuscripts have been accepted by a journal, publishers typically require authors to sign a Copyright Transfer Agreement. CGIAR encourages all authors to use an Author Addendum to retain specific rights necessary to legally deposit and disseminate article manuscripts via repositories and comply with the CGIAR Open Access Policy. Of particular importance are the rights to deposit the peer-reviewed version of manuscripts, deposit immediately, and allow for re-use rights such as translations.

2 Deposit

As soon as the peer-review process has concluded and your article manuscript has been finalized, deposit a copy of the manuscript along with relevant metadata about the article into your Center's or CRP's repository. Include details such as the complete names of all authors, publication and journal information, abstracts, and appropriate keywords. CGIAR-specific details such as Centers and CRPs are also important.

3 Share

CGIAR Open Access Repositories are designed to make publications globally searchable, discoverable, and accessible. Search engines such as Google and Google Scholar are able to index and provide access to materials in these repositories. While technology makes content available, using social media to announce articles' publication also helps spread the word, attract mainstream media attention, and make articles more widely discoverable.

Copyright Transfer Agreements & Author Addenda

As part of the typical publishing process, publishers ask authors to sign a Copyright Transfer Agreement (CTA) or similar form. These forms ask authors to transfer copyright ownership – and all associated rights -- to the publisher.

Article 4.2.1 of the CGIAR Open Access & Data Management Policy requires that *"Peer-reviewed versions of scholarly articles...should be deposited in a suitable repository and made Open Access...When an author publishes in a closed access journal, he/she shall self-archive in an Open Access repository a digital version of the final accepted manuscript (the "post print" version)."*

In order to comply with the CGIAR Open Access Policy, authors should deposit a final, peer-reviewed copy of each manuscript into a CGIAR repository and allow for public access immediately (ideally, otherwise no later than 6 months from the date of publication). It is critically important that you have retained the necessary rights from publisher to do so.

Increasingly, publishers are automatically granting certain privileges to authors such as permission to deposit. Even so, each journal and publisher has its own practices, many of which are inconsistent with the CGIAR Open Access Policy. Therefore, it is highly recommended that all authors attach a signed author addendum when signing copyright transfer agreements or any other publishing contracts in order to be compliant. CGIAR has prepared a model Author Addendum to use specifically for this purpose.

Note: The CGIAR Author Addendum aims to secure additional rights for authors that exceed the minimum requirements indicated in the CGIAR Open Access Policy. For example, the Author Addendum aims to secure permission to immediately deposit the publisher's version of an article, not the peer-reviewed "post-print" version no later than 6 months from the date of publication. Authors are encouraged to consult their local IP focal point in order to consult the local IP focal point for assistance in negotiating with publishers and securing the appropriate rights.

How to use the Author Addendum:

1. Review and sign a copy of the CGIAR Author Addendum.
2. Attach a signed copy to your publishing agreement.
3. Note in a cover letter to your publisher that you have included an author addendum to the agreement.
4. Mail the addendum to the publisher along with your copyright transfer agreement and cover letter.
5. If the publisher does not object to the Author Addendum, deposit the publisher's version of the manuscript into a CGIAR repository. If the publisher objects, consult your local Legal/IP Focal Point.

Alternatives to using an Author Addendum:

- Publish in a journal that automatically grants necessary permissions to authors. Review the journal's copyright transfer agreement or other relevant policies.
- Negotiate with publishers to grant a license to publish, reproduce, and distribute the article, but ensure that authors retain all other rights, including the right to deposit the post-print, peer-reviewed article in an Open Access repository without a delay or no later than 6 months from the date of publication

Last updated: March 2015



CGIAR Author's Addendum to the Publication Agreement

As a scientist of _____ (CGIAR Research Center), AUTHOR is bound by the CGIAR Open Access & Data Management Policy (<http://bit.ly/cgiar-oa-policy>) and relevant downstream institutional policies relating to the accessibility of publications accepted for publication.

CGIAR is a global partnership that unites organizations engaged in research for a food secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. It is carried out by the 15 centers who are members of the CGIAR Consortium in close collaboration with hundreds of partner organizations, including national and regional research institutes, civil society organizations, academia, and the private sector. www.cgiar.org

This addendum prepared in response to the CGIAR Open Access & Data Management Policy modifies and supplements the attached Publication Agreement ("Addendum") concerning:

(Manuscript title)

(Journal)

This Addendum and the Publication Agreement, taken together, allocate all rights under copyright with respect to all versions of the Article. The parties agree that wherever there is any conflict between this Addendum and the Publication Agreement, the provisions of this Addendum are paramount and the Publication Agreement shall be construed accordingly.

1. **Author's Retention of Rights.** Notwithstanding any terms in the Publication Agreement to the contrary, AUTHOR and PUBLISHER agree that in addition to any rights under copyright retained by the Author in the Publication Agreement, Author retains: (i) the rights to reproduce, to distribute, to publicly perform, and to publicly display the Article in any medium for non-commercial purposes; (ii) the right to prepare derivative works from the Article' and (iii) the right to authorize others to make any non-commercial use of the Article so long as Author receives credit as author and the journal in which the Article has been published is cited as the source of first publication of the Article. For example, Author may make and distribute copies in the course of teaching and research and may post the Article on institutional Web sites and in other open-access digital repositories.

2. **Publisher's Additional Commitments.** Publisher agrees to provide to Author within 14 days of first publication and at no charge an electronic copy of the published Article in a format, such as the Portable Document Format (.pdf), which preserves final page layout, formatting, and content. No technical restriction, such as security settings, will be imposed to prevent copying or printing of the document.

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AUTHOR Name: _____ (corresponding author on behalf of all authors) Signature: _____ Date: _____	PUBLISHER Name: _____ Signature: _____ Date: _____
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The CGIAR Author's Addendum has been adapted from the SPARC Author Addendum (<http://bit.ly/sparc-addendum>).